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Cc: [R6HarveyInfo](#); [Biggs, Tonia](#)
Subject: HH2017COM0905 - Flickr Instructions
Date: Tuesday, September 5, 2017 4:54:44 PM

Procedure for Uploading Photo and Video Files to the Hurricane Harvey Flickr Account

General Guidelines

As part of your response duties, you may be asked to take photos and/or videos to help capture EPA's response work. The EPA R6 Public Information Unit in Dallas is utilizing a Flickr account to compile response-related photos and videos for use in social media, web, and in publications. Ideally, photos and videos should capture EPA employees and contractors in the field, accomplishing EPA's assigned tasks, wearing their identifying clothing, and observing all appropriate safety protocols.

Remember: Every photo and video that you take while you are deployed is the property of EPA, whether it is taken on your EPA-issued device or your personal device. You must manage photos and videos as official records, which are subject to FOIA. Please consider whether taking photos during your deployment is relevant and appropriate to your work. Relevant and appropriate photos and videos include those that document EPA's work for the response, and showing EPA personnel in action, preferably while wearing their EPA-identifying clothing. Flickr can also accept short videos of less than three minutes.

You will not be able to view the photos on the Flickr site, as it is a private, password-protected site accessible only by those with the login ID and password.

PLEASE DO: Tag your photos with identifying information, including: date and place taken, names of people in the photo, and a brief description of what's happening in the photo.

PLEASE DON'T include photos from non-EPA sources (media outlets, Facebook/Twitter, state/local governments etc.).

Uploading photos from the field via e-mail

This is straightforward, maintains records and lets you add tags quickly to many photos. Adding tags is very important for information management!

1. Create a new e-mail to: door18keep51drift@photos.flickr.com and **CC** R6HarveyInfo@epa.gov and R6press@epa.gov.
2. Attach the photo you'd like to upload to the e-mail.
3. Add a title in the Subject line. Your Subject line will be the title of the photo.
4. Add a description in the body of the email. A description should be a short sentence

describing what's happening in the photo in more detail than the title.

5. Add tags in the body of the email. Tags will be how the photos are sorted and searchable. Begin the tags list with "Tags:" (see example below). Separate each tags with commas. If your tag is more than one word, group the words together with quotes (for example: "Corpus Christi", "Hurricane Harvey", FEMA, etc.) At a minimum, every photo should have at least the following information as tags: Date of the photo (as in 09/01/2017), State (TX, LA), Activity (for example, "water sampling", brownfields, equipment, meetings, Superfund site name, facility name, etc.), any other agencies involved (FEMA, TCEQ, LDEQ, TGLO, etc.).

Note: Every photo attached to the email will have the same title, description and tags. If you have photos requiring different information, send them in separate emails.

Example:

 Send	From ▼	Ortiz.Julia@epa.gov
	To...	<input type="checkbox"/> door18keep51drift@photos.flickr.com
	Cc...	<input type="checkbox"/> r6press@epa.gov
	Bcc...	
	Subject	Test Image - this is the title of the photo.
Attached	 brownfieldsbefore.jpg 52 KB	

This is where the description of the photo goes. This is a photo of a brownfields site before it was redeveloped.

Tags: brownfields, TX, FEMA, cleanup, "toxic waste"